

JASS Handbook

07 July, 2003 IT2 (SCW) Love, DSN 882-4153

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CHAPTER - 1 GETTING STARTED

SECTION 1-1 INTRODUCTION

JASS was developed to allow fleet personnel an automated means to communicate assignment Requests with detailers. JASS permits a service member to review available jobs and apply for up to five different assignments in order of preference. The Job Process - The requisition cycle is two, sometimes three weeks long. The 1st week (and 2nd if a 3-week cycle), is for application uploads. The 2nd (or 3rd if a 3-week cycle), are for detailer selections.

SECTION 1-2 GETTING AN ACCOUNT

1. This section covers instructions on getting an account set up.

Command representatives must submit access requests for JASS through official command correspondence or naval message signed by CO, XO, or OIC. The command letterhead must be **SERIALIZED. NO MORE THAN TWO ACCOUNTS PER COMMAND! (Command Career Counselor) and (Alternate Career Counselor)**. Requests must contain the following information:

- **Subj: Web-Jass Access Request**
 - **Ref: (a) Web-Jass Users Manual**
 - **1. Per reference (a), request Jass Access for the following individual(s)**
 - **first and last name**
 - **rate/rank**
 - **SSN**
 - **PRD**
 - **Job title(Must be Command Career Counselor, Alternate, or Command Retention Team)**
 - **UIC**
 - **telephone number**
 - **method of accesses (Web-Jass)(Jass Client)**
 - **an e-mail address (if available).**
2. Mail requests to the following address:
Navy Personnel Command, PERS -455D
5720 Integrity Drive
Millington, TN 38055-4550.
3. Requests can also be sent via FAX to 901-874-2697/DSN 882-2697. **WHEN A USER TRANSFERS, THE GAINING COMMAND MUST RESUBMIT A NEW ACCESS REQUEST - NO EXCEPTIONS.**
4. Users should receive confirmation that an account has been created via telephone or email within 72 hours of receipt. If the command does not get feedback that account was set up, contact P455D, listed in Appendix A.
5. **DO NOT SUBMIT JASS REQUEST ON THE SAME COMMAND LETTERHEAD AS BUPERS ACCESS. THEY MUST BE ON SEPARATE COMMAND LETTERHEADS.**

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SECTION 1-3 CREATING A PASSWORD FOR THE FIRST TIME IN WEBJASS

1. Go to WEB-JASS (<https://www.jass.navy.mil>) .
 2. Put in your Use ID.
 3. Leave the password field blank and click on "Login".
 4. It will then take you to another screen that says "OLD PASSWORD", leave it blank.
 5. Tab down to "New Password" and create a new password 5-11 character long in lower case.
(MAKE SURE IT IS IN LOWER CASE)
 6. You will then need to confirm your password by typing it again.
 7. Click on "CHANGE" at the bottom of the screen. You should now be logged into WEB-JASS.
- SECTION 1-3-1 CHANGING AN OLD PASSWORD USING WEB-JASS

1. Click on Change Password.
2. It will then take you to another screen that says "OLD PASSWORD", put in the old password you used to login.
3. Tab down to "New Password" and create a new password 5-11 character long in lower case.
(MAKE SURE IT IS IN LOWER CASE)
4. You will then need to confirm your password by typing it again.
5. Click on "CHANGE" at the bottom of the screen. You should now be logged into WEB-JASS.

SECTION 1-4 INSTALLATION INSTRUCTION FOR JASS CLIENT 5.6

1. Open Windows Explorer and create a new directory named c:\tempjassclient.
2. Download the atsea56.exe file from the <https://www.jass.navy.mil> web site and save it to the directory created in step 1. You must have a user ID and password to login to the system.
3. Navigate in Windows Explorer to the c:\tempjassclient directory and double click on the atsea56.exe to uncompress it.
4. There will be a file named setup.exe in this directory after it is uncompressed. Double click on setup.exe. The program is self-installing and will guide the user through the installation process. Do not change the default install directory, it should remain c:\program files\JassClient.
NOTE: This is a different directory from previous versions.
5. Click "OK" when the following screen displays: "Jass Client setup was completed successfully".
6. when the installation has completed, open windows explorer and click on c:\program files\JassClient\atsea.exe to start the JASS Client, or click, Start, Programs, and find the Jass Client icon. The new version 5.6 can be downloaded from the Bupers Website: <http://www.bupers.navy.mil/jass> or <https://www.jass.navy.mil>. To avoid problems while installing new version of software, make sure the old ATSEA directory is removed (click Start, Settings, Control Panel, Add/Remove Programs, ATSEA (c:\Atsea if v5.4 was previously installed; c:\program files\atsea If v5.5 was previously installed; c:\program files\jassclient if v5.6 was previously installed), then click Add/Remove to remove the previous installation.

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CHAPTER - 2 WEB-FTP INSTRUCTIONS FOR ENLISTED PERSONNEL REQUISITION

SECTION 2-1 INITIAL LOGIN

Instructions for Web FTP:

Initial Login:

- 1) Start Browser and type in the URL <https://www.jass.navy.mil>
- 2) Enter User ID and password, click login

SECTION 2-2 DOWNLOAD REQUISITION FILE:

1. Follow 'Initial Login' instructions.
2. Click on '5.6 Format Requisition File' link in the Options Box.
3. A File Download box will appear. At the top of the box there will be a statement that says, "You have chosen to download a file from this location." It will then list the name of the file. The radio button next to the 'Save this program to disk' should already be clicked, if not click on this option and then click the 'Ok' button.
4. A Save As box will appear. Navigate to the path c:\program files\JassClient\data in the Save in: box. Before you click the save button, make sure the correct Requisition file is in the File name box. If the file is correct, click the 'save' button. A box will appear stating 'Download complete'.
5. Before importing the Requisition file into the JASS Client, you must extract the .txt files from the .exe file. Do the following: Click on the 'My Computer' icon on your desktop. Double click on the 'c:\program files\JassClient\data' folder, Then double click on the enlmmdda.exe Requisition file. It will extract several text files: enljobs.txt, notes.txt, updmdd.txt, Jass Handbook (this file) and several other files. All the files will be imported into JASS Client through "Import Requisition and Community Notes Files to Database".

SECTION 2-3 UPLOAD APPLICATION FILE

1. Follow 'Initial Login' instructions.
2. Click on 'File Transfer' link in Options Box.
3. Click on the word 'here' to open upload window in browser.
4. Click the 'Browse' button.
5. Navigate in the Choose File box to the c:\program files\JassClient\data\apps directory.
6. Click on the Application text(ex. VJZ0000.txt) file you want to upload, then click the 'Open' button.
7. Verify that the path in the window is correct, then click the 'Upload' button.
8. An Upload Result box will appear with the status 'File Uploaded'.
9. Click on the words 'Close Window' to return to the FTP screen.
10. The process to edit the Application file may take 5 minutes or less

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SECTION 2-4 DOWNLOAD ERROR FILE:

1. The user can check for the Error file in two ways. They can either remain in the web application and click on the 'refresh' button at the top of the browser until the link to the files appear, or they can sign off of the Web Application and sign back on later to check for these files. Remember that if you have uploaded an Application file, you will receive back either the Error file or the Receipts file, or both files.
2. When an Error file is available, a link will appear in the Download for user area. The link will say 'Download Error File'.
3. Click on the 'Download Error File' link and a File Download box will appear. At the top of the box there will be a statement that says, "You have chosen to download a file from this location." It will then list the name of the file as .exe file. This file will be named the same as the Application text file it was created from (ex. VJZ0000.EXE). The radio button next to the 'Save this program to disk' should already be clicked, if not click on this option and then click the 'Ok' button.
4. A Save As box will appear. Navigate to the path c:\program files\JassClient\data\errors in the Save in: box. Before you click the 'save' button, make sure the correct Error file is in the File name box. If the file is correct, click the 'save' button. A box will appear stating ' Download complete'.
5. Before importing this Error file into the JASS Client, you must extract the .txt file from the .exe file. Do the following: Click on the 'My Computer' icon on your desktop. Double click on the "c:\program files\JassClient\data\errors" directory. Then double click on the .exe Error file. It will extract to a text file. This is the file that will be imported into the JASS Client.

SECTION 2-5 DOWNLOAD RECEIPTS FILE:

1. The user can check for the Receipts file in two ways. They can either remain in the web application and click on the 'refresh' button at the top of the browser until the link to the files appear, or they can sign off of the web application and sign back on later to check for these files. Remember that if you have uploaded an Application file, you will receive back either the Error file Or the Receipts file, or both files.
2. When a Receipts file is available, a link will appear in the Download for user area. The link will say 'Download Receipts File'.
3. Click on the 'Download Receipts File' link and a File Download box will appear. At the top of the box there will be a statement that says, "You have chosen to download a file from this location." It will then list the name of the file as an .exe file. This file will be named the same as the application text file it was created from (ex. VJZ0000.EXE). The radio button next to the 'Save this program to disk' should already be clicked, if not click on this option and then click the 'Ok' button.
4. A Save As box will appear. Navigate to the path c:\program files\JassClient\data\receipts in the Save in: box. Before you click the 'save' button, make sure the correct Receipts file is in the File name box. If the file is correct, click the 'save' button. A box will appear stating ' Download complete'.
5. Before importing this Receipts file into the JASS Client, you must extract the .txt file from the . exe file. Do the following: Click on the 'My Computer' icon on your desktop. Double click on the c:\program files\JassClient\data\receipts directory. Then double click on the .exe receipts file. It will extract to a text file. This is the file that will be imported into the JASS Client.

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SECTION 2-6 DOWNLOAD CONFIRM FILE

1. The Confirm file will be made available according to the schedule it has always been. This is usually the Friday before the new requisition cycle begins. Check the JASS Web site for exact dates and times. The user should sign onto the web application following the initial sign on instructions.
2. When a Confirm file is available, a link will appear in the Download for user area. The link will say 'Download Confirm File'.
3. Click on the 'Download Confirm File' link and a File Download box will appear. At the top of the box there will be a statement that says, "You have chosen to download a file from this location." It will then list the name of the file as an .exe file. This file will be named the same as the Application text file it was created from (ex. VJZ0000.EXE). The radio button next to the 'Save this program to disk' should already be clicked, if not click on this option and then click the 'Ok' button.
4. A Save As box will appear. Navigate to the path c:\program files\JassClient\data\confirm in the Save in: box. Before you click the 'save' button, make sure the correct Confirm file is in the File name box. If the file is correct, click the 'save' button. A box will appear stating 'Download complete'.
5. Before importing this Confirm file into the JASS Client, you must extract the .txt file from the .exe file. Do the following: Click on the 'My Computer' icon on your desktop. Double click on the c:\program files\JassClient\data\confirm directory. Then double click on the .exe Confirm file. It will extract to a text file. This is the file that will be imported into the JASS Client.

CHAPTER - 3 WEB-FTP INSTRUCTIONS FOR TEAM DETAILING

SECTION 3-1 INITIAL LOGIN

Instructions for Web FTP:

Initial Login:

- 1) Start Browser and type in the URL <https://www.jass.navy.mil>
- 2) Enter User ID and password, click login

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SECTION 3-2 DOWNLOAD TEAM DETAILING FILE

1. Follow 'Initial Login' instructions.
2. Click on 'Team Detailing File Transfer' link in the Options Box or enter the Team Detailing section of JASS, then click on the Data XFER tab.
3. Once on the File Transfer screen, enter the UIC's of Tics user wishes to view the Team Detailing data on. Once the UIC or UICs are selected, user must click the [CREATE] button. The file will take a few minutes to create. User should navigate off of this screen, then come back to it in a few minutes. A link will appear when the Team Detailing file is ready for download.
4. A File Download box will appear when click on the Team Detailing file link. At the top of the box there will be a statement that says, "You have chosen to download a file from this location." It will then list the name of the file. The radio button next to the 'Save this program to disk' should already be clicked, if not click on this option and then click the 'Ok' button.
5. A Save As box will appear. Navigate to the path c:\program files\JassClient\data in the Save in: box. Before you click the 'save' button, make sure the correct Requisition file is in the File name box. If the file is correct, Click the 'save' button. A box will appear stating 'Download complete'.
6. Before importing the Team Detailing file into the JASS Client, you must extract the .txt files from the .exe file. Do the following: Click on the 'My Computer' icon on your desktop. Double click on the 'c:\program files\JassClient\data' directory, Then double click on the exe Team Detailing file (VJZ0000.EXE). It will extract the text files ready for importing into JASS Client.

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SECTION 3-3 UPLOAD TEAM DETAILING FILE

1. Follow 'Initial Login' instructions.
2. Click on 'Team Detailing File Transfer' link in the Options Box or enter the Team Detailing section of JASS, then click on the Data XFER tab.
3. Once on the File Transfer screen, Click the 'here' link under the Upload File section of the screen. Another screen will appear, click the [BROWSE] button and navigate to the c:\program files\JassClient\data\teamdet directory. Select the file that should be named evjxxxxx.txt (euserid.txt). You will receive a 'success' message if the file was uploaded correctly.
4. Once the file has been uploaded the user should navigate off of this screen, then come back to it in a few minutes. A link for an Error File or a Receipts file will appear when the Team Detailing file has been processed.

SECTION 3-4 TEAM DETAILING ERROR FILE AND RECEIPT FILE

These files should not be confused with the files of the same name on the Requisition/Application side of the JASS Client. The error and receipt files on the Team Detailing side of the client are for that process only. If a link for either or both of these files appear on the File Transfer screen, click on the link and the file will appear in the browser. The user may save this data to a file, but it cannot be downloaded as a file and imported into the client. If an error file is created, the reason for the error will be in the link.

SECTION 3-5 UPLOAD TEAM DETAILING ASSIGNMENT ASSESSMENT FILE

1. Follow 'Initial Login' instructions.
2. Click on 'Team Detailing File Transfer' link in the Options Box or enter the Team Detailing section of JASS, then click on the Data XFER tab.
3. Once on the File Transfer screen, Click the 'here' link under the Upload Survey File section of the screen. Another screen will appear, click the [BROWSE] button and navigate to the c:\program files\JassClient\data\teamdet directory. Select the file that should be named vjxxxxx.txt (your userid.txt). You will receive a 'success' message if the file was uploaded correctly.
4. Once the file has been uploaded the user should navigate off of this screen, then come back to it in a few minutes. A link for an Survey Error File or a Survey Receipts file will appear when the Detailing Assessment file has been processed.

SECTION 3-6 ASSIGNMENT ASSESSMENT ERROR AND RECEIPT FILE

These files should not be confused with the files of the same name on the Requisition/Application side of the JASS Client. The error and receipt files on the Team Detailing side of the client are for that process only. If a link for either or both of these files appear on the File Transfer screen, click on the link and the file will appear in the browser. The user may save this data to a file, but it cannot be downloaded as a file and imported into the client. If an error file is created, the reason for the error will be in the link.

CHAPTER - 4 USING SALTS

SECTION 4-1 INTRODUCTION TO USING SALTS FOR JASS

This sections covers information and instruction for using SALTS to send and receive JASS files. Prior to using SALTS, the JASS user should have installed and set up the JASS Client. The next step, once JASS is installed and set up, is to download and upload specific JASS files. Since most ships underway do not have Internet access, they must use SALTS to send and receive JASS files. The Command Career Counselor must carefully coordinate getting and sending JASS files with the ship's SALTS Operator.

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3. Listed below are the steps necessary to use SALTS in conjunction with JASS:

The SALTS Operator downloads the latest requisition file and copies the file to disk and gives the disk to the Career Counselor. The Career Counselor copies the requisition file c:\program files\JassClient\data directory and decompresses the file. After decompressing the file, the requisition and other files are imported into JASS through "Import Requisition and Community Notes Files to Database" in the Enlisted Personnel Requisition display. After import, the requisition can be viewed in JASS and applications made. After applications are created, the Application File must be exported from the JASS Client through "Export Application File" in Enlisted Personnel Requisition display and copied onto disk. The Career Counselor gives the disk to the SALTS operator who in turn uploads the Application File through SALTS. Unlike shore commands that have to request a Receipts File and an Error File, commands using SALTS automatically receive these files. SALTS operators must be diligent to examine every file that comes through SALTS and give appropriate JASS files to the Career Counselor. If not, commands may conclude that Receipt and Error Files were never received by their command. When SALTS operators encounter Receipts or Error Files, appropriate files must be copied to disk and delivered to the Career Counselor. Once the Career Counselor has either the Receipts or Error Files, the necessary steps must be done to view the pertinent information. Refer to procedures listed in Section 4-5, #11. Once a ship has accounted for every application submitted through SALTS, the last step is to wait until the cycle is over. When the requisition cycle is over, ships will automatically receive the Confirmation File through SALTS. Again, the SALTS operator has to be familiar with the process and know what to look for to ensure the Confirmation File is not overlooked and not delivered to the Career Counselor. The SALTS operator should copy the Confirmation File to disk and deliver the disk to the Career Counselor.

SECTION 4-2 DOWNLOADING REQUISITION FILE USING SALTS

This section covers instructions on getting the latest requisition file (enlmmdda.exe) and . This file must be downloaded every requisition cycle.

1. To retrieve a file from the SALTS standard files area, the SALTS Operator must make the following selections:

- Click on "Data Services" and navigate through the submenus selecting "Request files from SALTS" and then "SALTS Standard."
- From the scroll menu, highlight "JASS Client."
- Select the following file:
 - enlmmdda.exe (replace enlmmdda.exe with appropriate requisition name listed in Appendix B)
- Click the "add" button
- Click "Done"
- The following prompt will be listed: "process these selections?"
- Select "yes" and the following message will display: "your requests have been prepared for transmission"
- Select "ok" to return to "salts main menu"
- Make the following selections:
 - Click on "Connect"
 - Select by telephone (make sure INMARSAT is checked)
 - Click "Connect"
 - Click "Done" and the modem will connect and the upload/download process will occur.
- When the upload/download process finishes, click "Done," and the "Process incoming files" menu will display:
 - Click "Process"
- Highlight enlmmdda.exe (replace enlmmdda.exe with appropriate requisition name listed in Appendix B)
- Insert a formatted disk and click on "save as"
- Type the name of the requisition in "file Name (example: enl0908a.exe)
- Select "a:" in "drives" box
- Click "ok" to save the requisition file to a floppy disk in drive a

Give the floppy disk to Career Counselor for further processing

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SECTION 4-3 IMPORTING REQUISITION FILE AFTER DOWNLOADING FILE USING SALTS

This section instructs on importing the requisition file into the JASS Client after the file have Been received through SALTS and delivered to the Career Counselor for further processing.

1. Get the enlmmdd.exe file from the SALTS Operator.
2. Using Windows Explorer, copy the enlmmdda.exe file to the c:\program files\JassClient\data directory.
3. To extract the bundled JASS files, (i.e. enljobs.txt, notes.txt, activity.txt, and several other files), double click on:
 - enlmmdda.exe If prompted, answer "yes" to overwrite the old enljobs.txt, activity.txt, and other files.
4. The Career Counselor must import the most current requisition files into JASS Client through "Import Requisition and Community Notes File into Database" in Enlisted Personnel Requisition Display. After import, the Career Counselor is now ready to view requisitions and make applications.
5. The Career Counselor must export Application File in the JASS Client through "Export Application File" in Enlisted Personnel Requisition Display. Once the Application File is created in JASS, the file must be copied to a floppy disk. The file will be in the c:\program files\JassClient\data\apps directory.

The file name is based on the JASS user ID. For example, if the JASS user ID is vjb6314, then the name of the Application File is vjp1234.txt.

SECTION 4-4 SENDING APPLICATION FILE TO JASS SERVER USING SALTS

This section covers instructions on sending applications to the JASS server via SALTS.

1. The SALTS Operator will receive the disk from the Career Counselor.
2. Place the diskette with the Application File (i.e., the diskette has vjp1234.txt file) in drive A.
3. Start WINSALTS
 - Select "SALTS-Grams" from the Main Menu and navigate to the submenu, "Files to other SALTS Users."
 - Select "a" under "drives."
 - Highlight Application File (For example, if JASS User ID is vjp1234, then Application File name is vjp1234.txt)
 - Click "Add" to prepare application file to be sent.
 - Click/highlight Application File listed in "Files Selected" box.
 - Click on "Address" button.
 - Use the scroll bar and select the following:
NCTS WASHINGTON DC (JASS) RLB
 - Click on "Add" button.
 - Highlight "NCTS WASHINGTON DC (JASS)" in the "Selected Destination" field.
 - Click "Done" and "Done again."
 - Click "Yes."
 - Click "Connect" from the Main Menu and select "By telephone."
 - Click "Connect" and WINSALTS will initiate connection and upload file.

SECTION -5 GETTING THE RECEIPTS, ERROR AND CONFIRMATION FILES USING SALTS

This section covers instructions on retrieving the receipts, error, and confirmation files using SALTS.

NOTE: The Receipts, Error, and Confirmation files are automatically sent to a ship if an Application file is submitted by a command though SALTS. When an Application File is submitted through SALTS, the Receipts and Error files normally will be sent 4-5 hours after Application File is submitted. However, once an Application File is submitted, the SALTS operator should carefully review every file that comes through SALTS to ensure the appropriate files are identified and provided to the Command Career Counselor

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1. Start WINSALTS
2. Select "Connect" from the Main Menu and select "By telephone."
3. Click "Connect" to initiate call.
4. If a JASS email exists, "Process Incoming Files" dialog box will appear. After WINSALTS connects and downloads email, the "Process Incoming Files" dialog box will automatically appear.
5. Click "Process."
6. Click "View" to determine type of JASS email that has been received.
NOTE: JASS email can have three possible attachments (replace ### with activity code. For example, if the activity code for the ship is abc, then an error file would be JASSErr.abc).
The following are possible JASS files:
File Description
JASSErr.### JASS Error File
JASSCON.### JASS Confirmation File
JASSRec.### JASS Receipts File
7. Message in the email will indicate that the email has pertinent JASS files. Click on "Save" to get the file.
8. Ensure a disk has been prepared and has 4 subdirectories:
 - Error
 - Receipts
 - Confirmation
 - Requisition
9. Enter JASS User ID in the "File Name" box. For example, if JASS User ID is vjp1234, then the file name is vjp1234.txt.
10. Select "a:" from Drives and save the file in the appropriate directory. For example, if JASS user ID is vjp1234 and an error file is received through SALTS, then vjp1234.txt is saved in the Error subdirectory on the floppy disk. If a Receipts file is received, then vjp1234.txt is saved in the Receipts subdirectory on the floppy disk. It is important to save the files in the appropriate subdirectory.
11. After files are copied from the diskette from the SALTS operator and copied to the appropriate directories on Command Career Counselor's computer (c:\program files\JassClient\data, then errors, receipts, or confirm subdirectories),

Then the user may view each file by clicking the Errors, Receipts, or Confirms tab in the Enlisted Personnel Requisition display.

APPENDIX A - JASS RESOURCES

Technical Support & Feedback

If you have any questions concerning Jass updates, User ID or password problems please contact IT2 LOVE AT P445c9@PERSNET.NAVY.MIL or call COMM:(901)874-4153, DSN: 882-4153. If you encounter software or technical problems call the Jass Help Desk at operated by the Space and Naval Warfare Systems Command Information Technology Center (SPAWARINFOTEHCEN), New Orleans at DSN:678-7070, Comm:(504) 678-7070 OR 1-800-537-4617. Call between 0700-1630 central time Monday through Friday or email HELPDESK@CNR.F.NAVY.MIL. If your calling after hours for the Help Desk or password problems, voice messages should include your name, a detailed message about the problem and a DSN or commercial phone number where you can be reached.

APPENDIX B - REQUISITION CYCLE DATES FOR 2003

I. Current System Status

A. Paragraph III/B has been updated with the '03 schedule showing availability dates and filenames for the ENLMMDDa.EXE.

II. JASS SALTS USERS

A. SALTS USERS HAVE EXPERIENCED PROBLEMS ACCESSING THE ENLISTED REQUISITIONS FILES WHEN THEY FIRST LOG ONTO THE SYTEM. THE FIRST TIME THE FILE

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THEIR SYSTEM TO UPATE ITSELF AND DISPLAY THE FILE.

B. MAKE SURE YOUR SALTS OPERATOR CHECKS FOR THE ERROR FILE AND RECEIPTS (ACCEPTED APPLICATION FILE) FILE AFTER YOU UPLOAD THE APPLICATION FILE THROUGH SALTS. IT MAY TAKE A FEW HOURS TO RECEIVE THESE FILES BACK, BUT IF THE APPLICATION FILE WAS RECEIVED SUCCESSFULLY YOU SHOULD GET A RECEIPTS FILE, IF THERE WAS AN ERROR, YOU WILL GET AN ERROR FILE IN YOUR SHIP'S INBOX. PLEASE REFER TO THE SALTJASS.DOC FOR INSTRUCTIONS.

III. SYSTEM INFORMATION

A. WE WILL REFLECT THE ENLJOBS.EXE FILE NAME WITH THE DATE IT IS AVAILABLE TO THE FLEET, EXAMPLE: ENL0209A REPRESENTS THE MM (MONTH) AND DD (DAY) THE LATEST REQUISTION IS AVAILABLE. THE NAME OF THE FILES FOR THE REMAINDER OF 2002 AND THE CALENDAR YEAR 2003, WILL BE AS FOLLOWS.

JOB NAME DATES REQUISITION IS AVAILABLE YEAR 2003

ENL0107A.EXE 1730 CST 01/07/03 - 0500 CST 01/15/03*
ENL0128A.EXE 1730 CST 01/28/03 - 0500 CST 02/05/03
ENL0211A.EXE 1730 CST 02/11/03 - 0500 CST 02/19/03
ENL0225A.EXE 1730 CST 02/25/03 - 0500 CST 03/05/03
ENL0311A.EXE 1730 CST 03/11/03 - 0500 CST 03/19/03
ENL0325A.EXE 1730 CST 03/25/03 - 0500 CST 04/02/03
ENL0408A.EXE 1730 CST 04/08/03 - 0500 CST 04/16/03
ENL0422A.EXE 1730 CST 04/22/03 - 0500 CST 04/30/03
ENL0506A.EXE 1730 CST 05/06/03 - 0500 CST 05/14/03*
ENL0528A.EXE 1730 CST 05/28/03 - 0500 CST 06/04/03
ENL0610A.EXE 1730 CST 06/10/03 - 0500 CST 06/18/03
ENL0624A.EXE 1730 CST 06/24/03 - 0500 CST 07/02/03
ENL0708A.EXE 1730 CST 07/08/03 - 0500 CST 07/16/03
ENL0722A.EXE 1730 CST 07/22/03 - 0500 CST 07/30/03
ENL0805A.EXE 1730 CST 08/05/03 - 0500 CST 08/13/03*
ENL0826A.EXE 1730 CST 08/26/03 - 0500 CST 09/03/03
ENL0909A.EXE 1730 CST 09/09/03 - 0500 CST 09/17/03
ENL0923A.EXE 1730 CST 09/23/03 - 0500 CST 10/01/03
ENL1007A.EXE 1730 CST 10/07/03 - 0500 CST 10/15/03*
ENL1028A.EXE 1730 CST 10/28/02 - 0500 CST 11/05/03
ENL1112A.EXE 1730 CST 11/12/03 - 0500 CST 11/19/03*
ENL1125A.EXE 1730 CST 11/25/03 - 0500 CST 12/03/03
ENL1209A.EXE 1730 CST 12/09/03 - 0500 CST 12/17/03
ENL1223A.EXE 1230 CST 12/23/03 - 0500 CST 12/31/03

* = NOT A NORMAL SEQUENCE, DUE TO A HOLIDAY OR 3-WEEK REQ CYCLE.

COUNSELORS: RECOMMEND YOU CUT & PASTE THIS INFORMATION AND SUBMIT INTO THE PLAN OF THE WEEK SO YOUR PEOPLE KNOW WHEN THEY CAN COME TO YOU FOR APPLICATION SUBMISSIONS.